

# CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR - PLATA)



## FOOD ADMINISTRATOR I (CORRECTIONAL FACILITY)

DH55/2153 – Exam Code: 9RC03

OPEN – STATEWIDE

Continuous Testing

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

<b>EXAMINATION BASE</b>	DEPARTMENTAL OPEN EXAMINATION FOR:  <b>CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) (CPHCS)</b>
<b>WHO CAN APPLY</b>	Applicants who meet the minimum qualifications as stated <b>and</b> who <b>have not</b> previously tested for the Food Administrator I, Correctional Facility exam with the CPHCS within the last 6 months may apply for the examination as indicated below.
<b>HOW TO APPLY</b>	<p>Submit Examination Application (Std. Form 678) and Conditions of Employment – 631 form for this examination and a Recruitment Publicity Questionnaire (optional)</p> <p><b>By mail with:</b> <span style="margin-left: 200px;"><b>or</b></span> <b>In person with:</b></p> <p><b>California Prison Health Care Services (CDCR - Plata) Selection Services Section ATTN: Kimberly Gray-Johnson P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 445-1419</b></p> <p><b>California Prison Health Care Services (CDCR - Plata) Selection Services Section ATTN: Kimberly Gray-Johnson 501 J Street, Suite 350 Sacramento, CA 95814 (916) 445-1419</b></p> <p>If you are personally delivering your application, you must do so between the hours of 8:00a.m. and 5:00p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.</p> <p><b>NOTE: Only applications with an original signature will be accepted.</b></p> <p><b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</b></p>
<b>APPLICATION DEADLINE/TESTING REQUIREMENTS</b>	<p>Applications will be accepted and processed continuously. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.</p> <p>The testing period for this examination is 6 months. You may file and take the examination at any time. Once you have taken the examination, you may not re-test for 6 months.</p>
<b>SALARY RANGE(S)</b>	Salary for Adult and Juvenile Institution's as of <b>July 1, 2008</b> . \$4,193 - \$5,097
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Deferred Compensation Plans (Savings Pool, 401K and 457 Plan)</li> <li>• \$100 monthly Bilingual Differential Pay</li> <li>• 75% Reimbursement of Van Pool, \$65 maximum per month (100 primary driver)</li> <li>• Flexible work hours (management discretion)</li> <li>• Pre-tax parking (Where applicable)</li> <li>• Fourteen (14) paid holidays (personal holiday available after six months of employment)</li> <li>• Generous paid vacation/sick leave or annual leave</li> <li>• Jury duty/Military/Bereavement leave</li> <li>• Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)</li> </ul>

(Continued on reverse side)

<b>BENEFITS CONTINUED</b>	<ul style="list-style-type: none"><li>• Pre-retirement death benefit</li><li>• Dependent care program</li><li>• Long Term Insurance (CalPERS)</li><li>• Home Loan Program (CalPERS)</li><li>• Legal Services</li><li>• Employee Assistance Program</li><li>• Work and Family Advisory Committee</li><li>• Evening and Night Shift Differential Pay</li><li>• Institutional Worker Supervision Pay Differential</li><li>• California Public Employees' Safety Retirement System (Exempt from paying into Federal Social Security System)</li></ul> <p><b>Note:</b> The compensation listed above may be changed as a result of legislation, revision to the Bargaining Unit 15 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Unit 15 MOU, the latter will control.</p>
<b>MINIMUM QUALIFICATIONS</b>	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;"><b><u>Either I</u></b></p> <p>One year of experience in California state service performing the duties of a Dietitian.</p> <p style="text-align: center;"><b><u>Or II</u></b></p> <p><b><u>Experience:</u></b> One year of experience in a hospital as a dietitian, nutritionist, or food service manager, with responsibility for the technical direction of a group of diet pantry employees. <b><u>and</u></b></p> <p><b><u>Education:</u></b> Equivalent to graduation from college and completion of an approved internship in institutional management of dietetics. (Membership in the American Dietetic Association or eligibility for such membership may be substituted for the required internship.)</p> <p style="text-align: center;"><b><u>Or III</u></b></p> <p><b><u>Experience:</u></b> Three years of experience as dietitian, nutritionist, or food service manager with responsibility for the technical direction of a group of dietary unit employees, one year of which must have been under the supervision of a professionally trained dietitian. <b><u>And</u></b></p> <p><b><u>Education:</u></b> Equivalent to graduation from college with a Bachelor's Degree in Foods, Nutrition, or Institution Management.</p> <p><b>Special Personal Characteristics:</b> Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.</p> <p><b>Special Physical Characteristics:</b> Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p><b>NOTE:</b> Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four-year Bachelor's degree.</p>
<b>EXAMINATION PLAN</b>	<p style="text-align: center;"><b>EDUCATION AND EXPERIENCE – WEIGHTED 100%</b></p> <p>This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience (s) relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>

<b>ELIGIBLE LIST INFORMATION</b>	The resulting eligible list(s) will be established to fill vacancies for the CPHCS statewide. Names of successful competitors are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.
<b>POSITION DESCRIPTION AND LOCATION(S)</b>	A Food Administrator I (Correctional Facility), under direction, either (1) in a small correctional facility, plans, directs, and coordinates all food service and dietary activities, or (2) in a large State correctional facility plans, organizes, and directs the therapeutic diet program; organizes and conducts training programs for food service personnel; as assigned, assists in the administration of the food service department; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; and does other related work.  Position(s) exist within the California Prison Health Care Services (CDCR – PLATA).
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
<b>VETERANS POINTS/ CAREER CREDITS</b>	Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

It is the candidate's responsibility to contact **CPHCS, Selection Services Section at (916) 445-1086**, three weeks after mailing his/her application if he/she has not received a progress notice.

**Applications** are available at CPHCS offices, local offices of the Employment Development Department and the State Personnel Board. The application can also be downloaded from the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The CPHCS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated in this bulletin

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examination, investigation may be made of employment records and personal history, and fingerprinting may be required

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS TESTING INFORMATION CALL (916) 445-1419**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED CPHCS BULLETINS**